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Date: 1 April 2010

**CABINET - TUESDAY, 13 APRIL 2010 AT 7.00 PM IN THE COUNCIL
CHAMBER, DISTRICT COUNCIL OFFICES, ST PETER'S STREET, ST ALBANS
AL1 3JE**

Councillors Donald (Chair), Brazier (Vice-Chairman), Axworthy, G Churchard, Mrs Burton, Lusby, Rowlands and Teare

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AGENDA

1. **Apologies for Absence**
2. **Disclosures of Interest**

3. **Notification of Other Business**

Members and Officers are invited to notify the Chairman of other business which they wish to be discussed by the Cabinet at the end of either Part 1 or Part II business. In so doing the Member(s)/Officer(s) concerned must state the special circumstances which they consider justifies the matter being raised as a matter of urgency.

The Chairman will decide whether the item(s) raised shall be considered under 'Other Business'.

4. **Minutes**

To confirm the minutes of the meeting held on 2 March 2010 (previously circulated).

5. **Matter referred from Council 24 March 2010 - repair of car parks**

To consider the following Council decision of 24 March 2010:

Briefing note to follow

COUNCIL DECISION

That this Council notes that severe adverse weather over a long period has resulted in damage to the car park surfaces within the City and District.

This Council therefore calls for Cabinet to provide sufficient resources to undertake swift repairs to the car parks (e.g. proper repair of pot-holes) where damage has resulted from the weather.

6. **Reports for consideration and decision**

- | | | |
|-------|---|-----------------|
| (i) | Maltings Arts Theatre
<i>Culture and Heritage Portfolio Holder</i> | (Pages 4 - 15) |
| (ii) | Prioritised actions from the Nottingham Declaration
<i>Environment and Sustainability Portfolio Holder</i> | (Pages 16 - 26) |
| (iii) | Ellenbrook Country Park - Update on progress in implementation and review of act previously authorised
<i>Planning and Conservation Portfolio Holder</i> | (Pages 27 - 31) |
| (iv) | Reform of Housing Finance
<i>Resources and Efficiencies, Housing Services and Community Leadership and Communications Portfolio Holders</i> | Oral report |
| (v) | Forward Plan May to August 2010
<i>All Portfolio Holders</i> | (Pages 32 - 38) |

7. **Other Business**

Such other Part 1 business as in the opinion of the Chairman is of sufficient urgency to warrant consideration.

Agenda Item 6i

ST ALBANS CITY AND DISTRICT COUNCIL

REPORT TO : CABINET
DATE : 13th April 2010
REPORT TITLE : Maltings Arts Theatre
WARDS : All
PORTFOLIO HOLDERS : Councillor Melvyn Teare (Culture and Heritage)
CONTACT OFFICERS : Richard Shwe, Head of Culture and Community Development Richard.shwe@stalbans.gov.uk Tel: 01727 819365

Clive Miller, Interim Head of Special Projects
clive@clivemillerassociates.com Tel: 07966 022289

1 Purpose Of Report

- 1.1 The purpose of this report is to provide further financial information about the business case for the refurbishment and development of the Maltings Arts Theatre and to provide a basis for implementing the proposed work.

2 Recommendations

- 2.1 It is recommended that the Cabinet authorises the Head of Culture and Community Development and the Chief Finance Officer, in consultation with the Portfolio Holder for Culture and Heritage to proceed to develop and implement the Maltings Arts Theatre refurbishment and redevelopment project, starting on site in January 2011, subject to the following being achieved;
- The setting up a Project team and preparation of a Project Plan
 - Reviewing the revenue budget, consolidating the salaries harmonisation costs and balancing the revenue budget.
 - Obtaining all the necessary approvals from the freeholder to achieve the necessary building and signage alterations and improvements
 - The preparation, completion and tendering of a detailed and costed specification to achieve the required works within the available budget of £500k
 - The production and testing of a Volunteer Recruitment and Development Strategy
 - The preparation of a Marketing Strategy
 - The production of an Equalities Impact Assessment
 - The development of proposals for the use of the Maltings as a base for a new Cultural Hub

3 Corporate Policy Implications including Equalities

- 3.1 This project has a close level of fit with the Council's strategic vision, aims and corporate priorities;

Vision

Historic St Albans District: a premier community

Aims

Aim 2: To build a community that is open, fair and inclusive

Aim 3: To work in partnership for the health and well being of the community

Aim 4: To cherish and promote our heritage, arts and culture

Aim 5: To ensure the District is a desirable place to visit and in which to live, learn and work

Corporate priorities

The Project has particular resonance with the Corporate Priority to; develop the District as a cultural hub - including promoting it for tourism, leisure and creative industries.

- 3.2 An Equalities Impact Assessment in respect of the refurbishment and ongoing development of the Maltings Arts Theatre will be carried out prior to the work proceeding.

4 Financial and Property Implications

- 4.1 The financial and property implications of this report are considered in Section 7 below.

5 Legal Implications

- 5.1 The Council has a leasehold interest in the Theatre premises at a peppercorn rent until 2106. The terms of the lease restricts the range of uses and requires that the freeholder will have to be consulted upon and approve any plans for building and refurbishment work, but which will not be unreasonably withheld.

6 Workforce Implications

- 6.1 There are no workforce implications arising directly from this report. However, it will be noted that to achieve the proposed increased opening hours and range of activities within the present and future budgetary limits applying it is proposed to increase the spend on salaries by around £9,000 from 20010/11 but reduce the spend on casual labour by around £18,000 and to recruit and support a team of volunteer assistants.

7. Background

Introduction

- 7.1 In January 2006 Cabinet agreed that the Maltings Arts Theatre should be removed from the Leisure Management Contract because of possible conflicts with the terms of the lease and its management and operation was duly transferred to the Council in March that year. It is now part of the services delivered by the Culture and Community Development Department.
- 7.2 In December 2009 Cabinet agreed in principle, and subject to the identification of an appropriate funding strategy, to the refurbishment and ongoing development of the Theatre. These developments include various refurbishments to the building and upgrades to its equipment in order to supplement live performances with substantially increased provision for children's' art, film and theatre workshops, increased ranges of specialist film screenings (including digital 3D films), live feed sport and theatre screenings and to provide improved facilities for business, society and social uses. It was also resolved that a further report to the Cabinet should be made outlining the costs and business plan for this work.
- 7.3 In particular it was noted that the existing premises are considered not to fulfil the present day expectations for theatre and film and the location within the Maltings Shopping Centre lacks prominence and sufficient signage. Proposed improvements include;
- improved temperature control and air handling
 - new box office equipment and systems
 - adaptations to the building to increase range of uses
 - remodelling of the café/bar area
 - provision of digital film and sound equipment
 - improved seating
 - improved external signage
 - specialist marketing and publicity

The previous and existing Maltings Budget position

- 7.4 The table below shows the past and present budget position;

	2007/08 (Actual)	2008/09 (Actual)	2009/10 (Budget)
Attendance	14,274	15,322	
Expenditure	£ 262,255	£ 278,168	£ 294,945
Income	-£ 123,346	-£ 139,433	-£ 150,795
Subsidy	£ 138,909	£ 138,735	£ 142,605
Subsidy/attende	£ 9.73	£ 9.05	

- 7.5 Although the final accounts for 2009/10 have not yet been completed, the projection for the year indicates that despite a profiled deficit earlier during 2009, the budget for the year is now very likely to be met as a result of reductions in expenditure.

The Future Maltings Budget Position

7.6 The Cabinet in setting the future revenue budget in Feb 2010 has included the following revenue budget (subsidy) for the next 3 years;

2010/11	£99,625
2011/12	£65,590
2012/13	<u>£64,675</u>
	<u>£229,890</u>

7.7 This means that in the present financial year increased income and/or savings of around £43,000 will need to be achieved and a further £34,000 the following year.

Further updates since the previous report

7.8 Since the preparation of the last report to Cabinet at the end of 2009 it is important to note the following additional information;

- Interim changes to the management of the facility since the last Report to Cabinet have resulted in a significant reduction of the expenditure on artistic programming during the season to June 2010. A new Performance Policy has been introduced, together with additional staff training and improved marketing. At the same time it has been possible to increase the quality of the programme of both the children's and adult theatre work. This includes the introduction of more well known and popular comics, new shows for young people and community based events.
- The initiative to acquire and open the former St Albans Odeon by the Berkhamstead Rex owner in raising the £1m required to purchase the building was reported to have been achieved on 10th March 2010, though the project is still at a very early stage
- The Council's retained architect, Studio DMZ and specialist cinema/theatre consultant Ron Inglis have reported in detail on the costs and feasibility of carrying out the proposed upgrades and reprogramming. An Executive Summary of the Feasibility Study is included in Appendix 1 to this Report.
- The Council, in setting its future capital budget in Feb 2010 has resolved to allocate £500,000 for the proposed Maltings refurbishment and upgrade, subject to these funds being financed and repaid within a feasible period.
- Work by the retained cost consultants has revealed that a budget of £600,000 + might be required to achieve all of the improvements desired so more detailed work is required to finally assess whether the essential elements of the project can be achieved within the £500k budget available.
- Further consideration of the wider position in relation to the management and delivery of the Council's cultural objectives which is currently taking place, including the preparation of a revised Cultural Strategy. This includes the desirability and potential to use the remodelled Maltings Theatre as the base for a new Cultural Hub (the achievement of which, is also a District Vision objective), to co-ordinate and lead the programming of district – wide

cultural activities, including the other council supported arts venues and developing a yearly Festival programme.

Review and consideration of the present position

- 7.9 In the light of the above, further discussions have taken place with the retained consultants, as follows;

Potential impact of the re-opening of the Odeon. Once the new owners have acquired the building, it will still remain to raise a further £2m to convert it. Timescales are by no means certain. Its opening will be likely at least one year after a remodelled Maltings is launched and possibly longer than that. Nevertheless this means that in providing increased film screenings and the provision of a 'digital lounge', the Maltings will have to be very clear about defining its role and offer a programme that is distinctive and unlikely to directly compete with the Odeon (or any other cinema which might open in the locality). In particular, the remodelled Maltings has the potential and flexibility to focus on providing shows for young people and other groups of customers not fully catered for in main stream venues and this can also be reflected in programming, marketing and the recruitment of volunteers. Although the opening of the Odeon would require the Maltings to face new pressures, the timescales are such that it will be possible with good marketing, to provide much more of an art-house venue with special events, festivals, guest speakers etc which is distinct from the Odeon Rex which would probably operate more at the commercial end of the market place. The consultants conclude that;

'there does seem to be a justifiable role for a properly redeveloped Maltings, even if the Odeon goes ahead – which is still uncertain. However, a poorly redeveloped Maltings would face a tough future'

Cost implications of the improvements. With a capital budget of £500,000 available and a preliminary cost estimate of £600,000 it is necessary to refine and review the various building works, fittings and fixtures proposed in order to keep within the funds available. This detailed work has commenced and continues. There will be many options and choices about the extent of building work and the selection of equipment, fittings and fixtures, but clearly the most crucial aspect here is to find a way of achieving the objective of providing a truly 'immersive' experience for the customer in terms of the programme content and the venue in order that the amount of repeat visits increases. Equally, it will be necessary to provide an upgraded bar/café area to achieve the potential income from increased audiences.

An oral update will be given on progress with this continuing work.

Property related Issues. The terms of the Lease will require certain approvals from the landlord in respect of building works and external signage. Improved signage (and marketing) is considered essential to the achievement of the Business Plan because of the relatively obscure location of the premises, so it will be essential that all the necessary landlord and planning approvals are in place prior to committing to the work on site.

Management and Marketing Issues. The Business Plan is reliant upon substantially increased opening hours for the Maltings in order to provide for both the continuation of live performances and for the additional film screenings, events and activities proposed and this can only be achieved by the recruitment and development of volunteers to supplement paid staff at crucial times. There are a number of good practice models for how the use of volunteers can be sustained in specialist theatres and cinemas and these include providing good training, benefits such as free entry for volunteers and family, social events, trips elsewhere etc. It is considered that a fully developed Volunteer Strategy should be completed and tested for feasibility prior to building work commencing on site.

Similarly it is considered that a detailed Marketing Strategy should be prepared and in place, in order that not only can the new facility be fully marketed but that the public can be aware of the impending developments throughout the intervening period.

The remodelling of the Theatre will enable the opportunity to be developed to bring 'state of the art' 3D and digital shows, including live feed satellite links. These new facilities will also provide a resource for local businesses to host conferences and particularly support the development of creative industries. The proposals for the creation of a new 'cultural hub' will also be detailed during this period.

Timescales. It is considered that the proposed works will take approximately 3-4 months to complete, during which time the Maltings will have to close. Necessary lead in times for the work described above, followed by detailed design work and then tendering, would indicate that the earliest start date would be November 2010, however, given the desirability of remaining open through the Christmas period, it is suggested that the target start date should be January 2011.

The Business and Financial Case

- 7.10 The Ron Inglis Feasibility Study states that the following audience numbers can realistically be achieved, being well within the actual range achieved with similar sized and types of venues elsewhere;

Year 1	29,792
Year 2	32,771
Year 3	36,048

Based on these numbers the surplus/deficit position is forecast by Ron Inglis as follows;

Year 1	£-25,045	Deficit
Year 2	£3,728	Surplus
Year 3	<u>£13,868</u>	Surplus
	<u>£-7,449</u>	Deficit

Based on current Public Works Loan Board borrowing rates, the initial annual repayment over 10 years on a £500k loan will be £64,950 p.a. reducing by £750 p.a.

7.11 With reference to paragraph 7.5 above, this means that a new facility opening in April 2011 will require a total operating subsidy of £7,499 in the first 3 years against a currently budgeted total subsidy for those three years of £229,890 leaving a balance of £222,441 from which it will be necessary also to fund the loss of income during a 3-4 month closure, and all the existing on-costs plus loan repayments, premises and overheads costs not included in the Ron Inglis operating budget. Comparison of the Ron Inglis operating budget with the existing facility costs reveal that the main elements to be additionally funded over the first 3 years are;

Temporary loss of income (net of costs)	£20,000	(one off)
Harmonisation of salaries	£110,000	
Loan interest and repayments	£192,600	
Rates and utilities	£26,000	
Insurances and security	£36,000	
Central services recharge	£43,000	
Total	£427,600	
Additional Subsidy 2010-2013	£205,159	

7.12 This means that if the Ron Inglis audience and income targets are met from year 3 onwards his estimated surplus of £13,868 p.a. plus the available subsidy of £64,675 p.a.(total £78,543p.a.) there will still be a funding shortfall because of the above costs not included in the feasibility study which amount to around £136,000 p.a. leaving an overall forecast annual additional deficit of around £57,000 p.a. from the opening in year 2. The salaries harmonisation costs of almost £37,000 p.a. form the single largest cost here. It suggested that this is reviewed in the light of the proposed new business model and taking into account the fact that the proposed salaries costs will amount to £92,000 compared with £79,000 at present. It should be noted that the new business model saves £18,000 p.a. on existing casual wages and depends on at least some of this input being replaced by volunteer assistance.

The harmonisation cost of £37,000 p.a. needs to be reviewed under the proposed new staffing arrangements, leaving a net balance of around £20,000 p.a. to find. If the audience and associated income can continue to be developed beyond the year 3 projections, whilst keeping costs under control, it might be possible to reach a balanced budget within the scope of the already approved subsidy levels for year 2 and beyond, but clearly there are some risks remaining here. A review of staffing and other costs is already in hand and it may also be possible to support some of the ongoing staffing costs by the co-location in the Maltings of other existing staff who will be involved in the development of the wider cultural hub activities and this will be need to be investigated further. This would include co-ordination of district wide cultural programmes of council supported arts venues and year round festival activities which will also contribute to the generation of economic development activity and potential sponsorship.

It should also be noted that the above figures are based on audiences solely for film screenings and use of the digital lounge. The continuation of live performances at the present level will in future be dependent upon the net receipts from ticket sales and refreshments etc being at least equal to the performers' fees.

In order to avoid the risk of unbudgeted deficits occurring in the future, it will be necessary to ensure that the project does not proceed to implementation until and unless these outstanding financial matters described above are satisfactorily resolved and the redeveloped facility assessed to be able to operate as intended within the revenue funds forecast to be available.

Conclusions and Recommendations

- 7.13 Despite the recent improvements in achieving increased audience numbers and reduced operating costs, the Maltings Theatre as presently operated will face an increasing challenge if it is to operate within its dramatically reducing budget. Inevitably this will mean that it is open for reduced hours, with less to spend on performances and will result in much lower use by the community. It is considered that such a scenario is to be avoided if at all possible because although the Council's subsidy is proposed to be reduced, shorter opening times and lower usage levels will still represent an inefficient use of a potentially valuable asset to the community and furthermore will not meet the Council objectives of promoting and developing arts and culture in the District.
- 7.14 The prospect of redeveloping the facility to provide an improved experience for the audience and also to achieve a break even point over the coming 10 years is an exciting prospect, but not without some significant risks which will need to be very carefully managed;
- Keeping capital expenditure within the £500k budget without compromising the integrity of the concept to be achieved;
 - Ensuring that all Leasehold obligations are fulfilled ;
 - Achieving much improved external signage;
 - Implementing a new marketing strategy;
 - Recruiting and retaining a volunteer group;
 - Reviewing the future revenue budgets, including consolidating the harmonisation of salaries costs, to ensure that the redeveloped facility is able to operate as intended within the revenue funds forecast to be available.
 - Live performances receiving no direct subsidy
 - Continuing to develop audiences and income beyond the year 3 forecasts
- 7.15 It is proposed, therefore that the project should continue to be developed and only once all the above risks have been fully eliminated, and the project shown to be financially viable, should the Council proceed to expend the capital investment. Of course, this development will start to generate costs in respect of architects and other professional fees, which if the project does not proceed may prove to be abortive. However, this is often a necessary part of any capital project development process and the costs are/will be met from existing funds. By carefully managing the process in the way proposed, risks can be kept to

minimum and ultimately eliminated. A detailed project plan will be produced to achieve and manage these objectives.

7.16 In recommending the cabinet to proceed to implement this project, it is considered that an officer team supported by the necessary external specialists required is set up (as with the Old Town Hall Refurbishment Project with which there are many parallels) comprising officers from;

- Culture and Community Development
- Financial Services
- Building Services
- Estates and Valuation
- Communications
- The Maltings Theatre

7.17 Further consideration will also have to be given to how the various building works and new fittings and fixtures are procured and there are several options as to how these can be packaged and tendered via the architect, direct by the council or by a combination of the two. In any event it will be necessary to comply with the Council's Standing Orders and any other relevant EU procurement requirements and these will be applied to ensure that the most financially competitive project is achieved.

8. Background Papers - Local Government (Access to Information) Act 1985

<u>Bibliography</u>	<u>Custodian</u>	<u>File Location</u>
Project files	Clive Miller	Town Hall office
DMZ Plans and Documents	Richard Shwe	Civic Centre
Ron Inglis Feasibility Study	Richard Shwe	Civic Centre
Wooster Jeffs – Mechanical and & Electrical Report	Richard Shwe	Civic Centre
Huntley Cartwright - Cost plan	Richard Shwe	Civic Centre
Maltings Theatre Lease	Debbi White	Civic Centre

The Maltings Arts Theatre & Cinema, St Albans

Re-development to provide cinema facilities

Ron Inglis
November 2009

Executive summary

- 1 St Albans City & District Council wishes to adapt The Maltings Arts Theatre in order to provide a public cinema facility in the main auditorium. Additionally, the current rehearsal room will be redeveloped as a multi-use digital lounge and a range of improvements are proposed to the foyer, cafe area, toilets and other public areas of the venue.
- 2 The cultural, community and business objectives for the redevelopment include: provision of an up-to-date and varied programme of films in a modern, 110-seat digital cinema; creation of an important social and cultural focus for the town and surrounding area; and transforming the Maltings into a sustainable business which can benefit from public funding and private sponsorship but is not reliant on either.
- 3 In 2009 cinema admissions in the UK grew by 5.6% compared to 2008 and have grown by 24.7% since 1999. There are three multiplexes in towns surrounding St Albans but none within the town where the only film provision is the fortnightly screenings at The Arena.
- 4 The advent of digital cinema has been accompanied by the widespread and highly successful introduction of 3D films and by live screenings of opera, theatre and music performances and other events. Digital cinemas can be programmed and operated more efficiently than has been possible with 35mm film technology.
- 5 Alongside the redeveloped main auditorium, the current rehearsal room will be developed as a multi-function digital lounge to complement the regular cinema screenings and available for hire for a wide range of user groups in the community.
- 6 The re-branded Maltings Arts Theatre & Cinema will operate as a public cinema 5-days a week with up to 4 screenings per day. The remaining 2 days will continue to be used for a varied live performance programme. Monday to Saturday the normal hours of opening would be 10.00 until 22.30. On Sundays the hours are expected to be from 14.00 until 22.30.
- 7 The marketing strategy for the redeveloped venue will focus on three themes:
 - i) A modern, high quality, diverse cinema programme
 - ii) A local, St Albans cinema with a distinctive character
 - iii) A welcoming, sociable cinema and theatre.
- 8 Following the redevelopment, The Maltings will be relaunched with a campaign which aims to encourage residents to reconsider visiting the venue and to experience the high quality new facilities.
- 9 Extensive use will be made of on-line marketing (web sites, social networks, email, mobile smartphones) to complement traditional print brochures. Tickets,

including concessionary tickets, will be priced at a level comparable to surrounding cinemas.

- 10 The sale of confectionery, ice cream, soft drinks, and popcorn – known as 'concession sales' in the cinema sector – are an important source of income and profit for cinemas. The Maltings foyer and box office will be redeveloped to allow the rapid and easy sale of food and drink items. The budgets are based on concession income of £1.25 per cinema ticket.
- 11 A small number of multi-skilled staff will continue to operate The Maltings assisted by a pool of local volunteers and by a contracted cinema programming agent.
- 12 The capital cost of digital cinema equipment for the main auditorium – including projector, sound system, screen, and the capability to show 3D films and live performances of operas etc – is estimated to be between £105,000 and £127,400. The cost of new seating varies considerably but is budgeted at £27,500
- 13 The capital cost of fitting out the digital lounge with projector, sound system and screen is expected to be between £8,500 and £10,800. An allowance of £5,000 should be made for seating and furnishings.
- 14 The cost of redeveloping the building, including new air conditioning and redeveloped public areas of the building are detailed in a separate report from Studio DMZ.
- 15 The budget forecasts for the first three years of operation of the cinema, excluding all live performance activities but including a nominal profit from catering, show a Year 1 deficit of £25,045 (largely due to £20,000 launch costs), Year 2 surplus of £3,728 and Year 3 surplus of £13,868.
- 16 The operating budget forecasts are based on the assumption that the cinema and digital lounge facilities are installed as described and not compromised by elimination of key items such as 3D facilities or new seating. Similarly the budgets assume that the building can be redeveloped in a manner closely similar to that described in the Studio DMZ report.
- 17 The main risk areas are: attendance estimates not achieved; operational costs – especially staffing – exceed estimates; poor management; difficulties obtaining high quality new release films; and lack of support from the local community.
- 18 An additional risk area not covered in the November 2009 report concerns the potential re-opening of a redeveloped Odeon by the operator of the Rex Cinema in Berkhamsted.

REPORT TO: CABINET

DATE: 13th APRIL 2010

REPORT TITLE: PRIORITISED ACTIONS FROM THE NOTTINGHAM DECLARATION

WARDS: ALL

PORTFOLIO HOLDER: COUNCILLOR GEOFF CHURCHARD, PORTFOLIO HOLDER FOR ENVIRONMENT AND SUSTAINABILITY

CONTACT OFFICER: ANDREW ROBERTSON, HEAD OF ENVIRONMENTAL AND REGULATORY SERVICES
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1.0 Purpose Of Report

1.1 To inform Members of a range of actions from the Nottingham Declaration which could be prioritised over the course of the year 2010, in order to achieve the minimum target (3%) set by the 10:10 Campaign and publicly demonstrate commitment to achieving this target.

2.0 Recommendations

2.1 That an assessment of the transportation arrangements of the Council staff is carried out, with integration of the projects listed in 10.2 to both promote green travel initiatives and to help to reduce carbon emissions by reducing individual car usage.

2.2 That Members support the commencement of a full energy audit of all the Council premises, excluding the Civic Centre, to assess the potential for the greatest energy usage reduction and to obtain an improvement strategy for each individual building.

2.3 That Members support the investigation of setting up Environmental Management Systems for the management of the social housing construction and refurbishment programme.

2.4 That Members support a water audit of all Council premises in order to establish the Council baseline consumption and develop appropriate water efficiency measures for each building.

2.5 That Members support the Sustainable Procurement Policy being rolled out and embedded across the Council activities. The process should ensure that the Council works towards specifying more sustainable products/services in line with the SPP. Moreover, the SPP should be followed through the Corporate Priority Programme.

2.6 That Members support a close interaction between the Planning and the Sustainability work programmes through the Corporate Priority Programme

and support the re-development of the Environment, Sustainability and Greener Communities Board to include more representative of other key departments and in particular the Planning Department.

3.0 Corporate Policy Implications including Equalities

3.1 The report supports the Council's commitment to the principles of safeguarding the environment. It supports both the priority to reduce the causes and impacts of climate change and to adapt to a changing climate. The report also supports the Council's Carbon Management Plan and the Council's commitment to the Nottingham Declaration.

4.0 Financial Implications

4.1 It is estimated that the energy and water audits will cost in excess of £20,000 depending on how many buildings are included. Funding of £20,000 which will allow the audits to commence can be found from an increase in the expected credit income arising from the improved recycling performance during 2009/10, so there is no need for any new budgetary funding to be identified.

4.2 There will be recommendations including an improvement strategy arising from the above energy and water audits once completed which may have financial implications. Any such initiatives requiring funding will be the subject of a further report to Cabinet later in the year.

5.0 Legal and Property Implications

5.1 There are no legal and property implications arising from this report.

6.0 Workforce Implications

6.1 There are no workforce implications arising from this report.

7.0 Background

7.1 At the meeting in March 2010, Cabinet agreed to support the 10:10 Carbon Reduction Campaign. It also recommended to Council that the 10:10 Carbon Reduction National Campaign be endorsed and promoted within the District based on the prioritised Nottingham Declaration Action Plan.

7.2 At the meeting on the 24th March, the Council agreed to the 10:10 Carbon Reduction National Campaign being signed and promoted within the District on the basis of a prioritised Nottingham Declaration Action Plan projects as set out in paragraph 10.4 of the March 2010 Cabinet report.

7.3 The 10:10 Campaign is a national initiative which has been set up to encourage businesses, organisations and individuals to pledge to reduce their emissions of CO₂ by 10% in 2010. The idea behind the campaign is that by working together, we can achieve a 10% cut in the UK's carbon emissions in 2010. This is in line with what scientists say we need to achieve over the next 18 months in order to keep future temperature rises to below 2^oC and prevent the climate reaching a tipping point.

- 7.4 The Nottingham Declaration on Climate Change is a voluntary pledge to address the issues of climate change. It represents a high-level, broad statement of commitment that any Council can make to its own community.
- 7.5 The Declaration on Climate Change and the 10:10 Campaign have a different scope of action. The Nottingham Declaration looks at community level emissions whilst the 10:10 Campaign asks individuals and organisation to look at their own emissions (our property and estate, our travel and our service provision).
- 7.6 However, the Nottingham Declaration does contain a number of actions which relate directly to the Council emissions. Furthermore, it also encompasses actions which aim to tackle other environmental impacts arising from the Council's activities. It is therefore considered that the Nottingham Declaration Action Plan constitutes the Council's best framework to develop an appropriate approach to coherently support the aims set by the 10:10 Campaign. These relevant actions and their progress status were listed in the March 2010 Cabinet Report on the 10:10 Campaign.
- 7.7 Organisations signing up to the 10:10 campaign commit to reducing their own emissions by 10% during 2010, but are expected to achieve a minimum cut of 3%. Since even a 3% reduction target remains challenging for the Council, it was identified that certain actions of the Nottingham Declaration need prioritising in order to give the Council the best chance of succeeding. This would also demonstrate to the public that the Council is committed to the 10:10 Campaign and thus will form the basis of the Council communication campaign on this matter.
- 7.8 Of the projects listed in the cabinet report mentioned in paragraph 7.6 above, items E1 (Carbon Management Plan), ST 12 (St Albans Council Green Travel Plan), GEP4 (Sustainable Procurement) and WR6 (Internal waste and recycling) were recommended for consideration in this report. In addition, it was considered that an action from each of the themes not currently covered by the actions listed above should also be selected for prioritisation. This would ensure that the Council's approach to achieve the 10:10 target would be holistic and far-reaching.

8.0 Nottingham Declaration Action Plan - Actions selected to be prioritised

8.1 The Nottingham Declaration Action Plan covers nine themes:

- Theme 1: Education and Promotion
- Theme 2: Sustainable Travel
- Theme 3: Energy
- Theme 4: Water
- Theme 5: Waste & Recycling
- Theme 6: Green & Ethical Procurement
- Theme 7: Land Use Planning
- Theme 8: Corporate Development & Partnership Working
- Theme 9: Adaptation

8.2 Each theme contains a range of actions and therefore one action has been selected per theme to be prioritised. This should help with the delivery of these actions by focusing efforts and avoiding resource competition. In

appendix A, the selected actions are listed along with a short description of the work achieved so far and the outstanding work.

- 8.3 While prioritisation will help with effective delivery of the selected actions, it does mean that the delivery of the other actions contained in the Action Plan not selected at this stage will need to be re-scheduled to a later date, subject to the availability of resources.
- 8.4 For theme 8 and 9, there is no identified need for prioritisation as these two themes are pursued under separate work strands (EST Action Plan and NI188 – Climate Change Adaptation Working group). Progress on the EST Action Plan and NI188 has been presented to the Chief Executive Board in January and February 2010 respectively.
- 8.5 This report therefore focuses on the actions to be prioritised under the 7 remaining themes. See appendix A for a listing of the selected actions and their progress status.

9.0 Action E&P 4, Education and Promotion – Eco School:

- 9.1 Herts County Council (HCC) provides the bulk of the work in terms of engaging with schools on environmental issues. Nonetheless, it is felt that work delivered alongside and following consultation with HCC could help provide a more comprehensive approach at district level.
- 9.2 A range of initiatives already exist at district level to provide enhanced environmental education to schools such as the eco-ambassador scheme and the electricity usage project (both initiatives are funded by the LSP). The Council will piggy-back on these to deliver these sessions
- 9.3 It is recommended that the Council engages with five schools in the district each year and develops an environmental protocol to work with local schools. Several schools will be identified to engage both students and staff on a range of environmental issues and in particular Carbon Reduction and the 10:10 Campaign.
- 9.4 There are no financial implications arising from this action. All work would be carried out within existing budgets.

10.0 Action ST 12, Sustainable Travel – Green Travel Plan

- 10.1 The Council already has a Green Travel Plan. However new initiatives and recent developments in this field are taking place and need to be proactively pursued in order to extend the choice of green travel to staff.
- 10.2 Current key areas of work include:
- **Car Club:** development of a new scheme for St Albans (following the demise of Whizzgo).
 - **Cycling:** The staff bike scheme will be re-launched this spring with the addition of electrically assisted bikes and more training courses. This will include the introduction of a cycle to work scheme early in summer 2010 which allows staff to purchase bicycles out of their pre-taxed income. A cycle

map in consultation with St Albans Cycle group and other interested organizations has been produced and will be launched in June 2010.

- **Liftshare:** St Albans District has a dedicated website to help find local car-sharers. (<http://stalbanstravel.liftshare.com>). This scheme will help staff identify colleagues with whom they could share their commute to work or business trips. Promotion of the scheme will take place in Summer 2010 for the Council Staff and then extending the marketing to major employers in the area in Autumn 2010.

- **Pool Cars:** Electric vehicles were originally investigated, but purchase has been postponed to benefit from the Central Government scheme (to be launched in 2011) allowing up to £5000 grants to help with purchase of electric vehicles. In addition, several manufacturers are announcing big changes in this sector in the coming year.

10.3 In order to promote green travel initiatives and help reduce carbon emissions by reducing individual car usage, it is recommended that the Cabinet support an assessment of the transportation arrangements of the Council staff to be carried out with integration of the projects listed in 10.2.

10.4 There are no financial implication arising from this action as there is already a budget allocated for this work, both capital for the purchase for vehicles and revenue in the green travel budget.

11.0 Action E1, Energy – Carbon Management Plan

11.1 The remaining actions listed in the Carbon Management Plan relate to the Councils Leisure Centre's (including Harpenden Leisure Centre, Harpenden Pool, Batchwood Golf and Tennis, Alban Arena, but excluding Westminster Lodge and Bricket Wood). These sites are managed by Leisure Connection who were not party to the production of the Carbon Management Plan and therefore have not agreed to fund the works. Significant energy savings could be achieved at the leisure centre's by undertaking the actions listed in the Carbon Management Plan i.e.

- Replacement lighting
- Audit of electrical loads
- Voltage Optimisation
- Monitoring, Targeting and Reporting Utility

11.2 It is estimated that the cost of undertaking these works, providing all measures are still viable, would be in the region of £220,000. These energy savings are crucial to achieve our stated target of a 25% reduction in CO₂ emissions by 2013.

11.3 This work does not however include other Council buildings such as the Town Hall and Museums. Furthermore, we are lacking a full understanding of our energy use in all Council properties and so we do not know where the greatest potential for energy saving lies.

11.4 At this stage and in order to provide concrete support to carbon emission reduction, it is recommended that that Cabinet commences a full energy audit of all the Council premises (excluding the Civic Centre) to assess

where the potential for the greatest energy usage reductions are and to obtain an improvement strategy for each individual building.

- 11.5 The results of the energy audit will also be used to inform the Property Strategy and Asset Management Plan (AMP) relating to the Performance Indicator 4 (running costs). The objective of this indicator is to encourage the efficient use of assets over time and to provide information to assist in the pursuit of year on year improvements in energy efficiency. In order to provide more meaningful statistics and to encourage more efficient running of the Council's properties, it was identified that this indicator should be reported on a per property basis limited to the Council's main operational building (AMP Para 6.7.4).
- 11.6 The Civic Centre is excluded on the basis that it already has benefited from a range of improvements. The remaining work would involve major structural alterations whose cost would be prohibitive at this time.
- 11.7 There is a financial implication arising from commencing an energy audit. However, the cost of a full energy audit of the Council premises is currently unknown. The cost of contracting this type of work varies according to the number of buildings to be assessed, the size of the buildings, the complexity of the existing plant and fittings and the number of aspects being assessed. Such an audit expected to be in the region of £20,000 and up to £50 000. £20,000 has been identified from existing budgets to allow for the commencement of this work to be funded (see Para 4.1).
- 11.8 This budget does not cover the costs of any suggested improvement works. In order to make significant improvements to energy efficiency, this audit would then need to be followed by a planned programme of refurbishment. A further report will be brought to Cabinet to seek further financial support. (see Para 4.2)
- 11.9 Since the Council offices (and also many of our other key buildings) lie within the Conservation and City Vision area, and discussions are currently taking place regarding the future siting of the Council offices, such a level of investment would require some level of assurance about which buildings will be used in the long-term.
- 11.10 The Council Housing stock is not included in the work described above. This is because the Housing department has just completed its Housing Stock Condition Survey. This works assess the overall energy efficiency of the stock (SAP rating) and identifies basic area of improvements. This drives the three-year Housing Investment Programme. Current work on energy efficiency consists mainly of improving insulation, replacing windows and boilers.

At this stage, an energy audit on the Councils housing stock would not provide further guidance on energy efficiency measure to implement and would vastly increase the price of the energy audit. However, when all the currently identified improvements are fully completed, a more thorough energy audit might provide added value to identify further energy efficiency measures.

12.0 Action W3, Water - SADC Water Management Programme

- 12.1 Some water efficiency measures have been put in place at the District Offices such as low flow urinals and mixer taps. However, our knowledge of our water consumption is rather limited. In particular, data submitted to the Audit Commission for the Key Line of Enquiry on the Use of Natural Resources illustrates that the water usage for the Leisure Centres varies considerably from year to year. It is crucial to understand our pattern of water consumption in order to implement measure to further reduce water consumption.
- 12.2 It is therefore recommended that the Cabinet commences a Water Audit of all Council premises in order to establish our baseline consumption and develop appropriate water efficiency measures for each building.
- 12.3 There is a financial implication arising from this action. However, the cost of a full water audit of the Council Offices is currently unknown. Just as for the energy audit, the cost of contracting this type of work varies according to the number of aspects being assessed. Such an audit expected to be in the region of £20,000 and up to £50 000. The energy audit and water audit may be carried out by the same consultants thereby make a saving. (Para 11.6 refers).

13.0 Action W&R 9, Waste and Recycling – Recycling redundant material from housing stock refurbishment project

- 13.1 As part of their ongoing refurbishment programme, the housing department uses a lot of resources in terms of construction material. It also produces a lot of construction waste such as windows, basins, metals etc. Most of this waste is recycled.
- 13.2 This is an area however where resource consumption knowledge should be increased in order to constantly seek ways to reduce environmental impacts arising from resource use. It is therefore recommended that the Cabinet support the investigation of setting up Environmental Management Systems for the management of the social housing construction and refurbishment programme.
- 13.3 Following investigation of the feasibility of implementing such an Environmental Management System, should the need for extra financial be identified, a further report will be brought to Cabinet.

14.0 Action G&EP 4, Green and Ethical Procurement

- 14.1 The Sustainable Procurement Policy (SPP) was approved by the Chief Executive Board in September 2009. Cabinet subsequently approved the policy in December 2009. Implementing the strategy will ensure the Council addresses the Carbon Emissions and other environmental impacts arising from its procurement of goods and services.
- 14.2 It is therefore recommended that the Cabinet support the rolling out of the Sustainable Procurement Policy (SPP) and its integration across the Council activities. The process should ensure that the Council works towards specifying more sustainable products/services in line with the SPP.

Moreover, the SPP should be integrated through the Corporate Priority Programme.

15.0 Action LUP 1, Land Use Planning – Development and Implementation of the St Albans Local Development Framework

15.1 The Planning Department is currently awaiting the results of the work commissioned by Hertfordshire County Council. The report will contain the evidence base necessary for the inclusion of policies that support Low and Zero Carbon opportunities and the code for sustainable homes. This work is paramount to the development of the LDF Core Strategy. A final draft of the report is expected by the end of April 2010 and the final report is expected by May 2010.

15.2 In addition to specific policies regarding housing stock and energy provision, the LDF contains many other opportunities to support and deliver sustainable development in St Albans District. These include, but are not restricted to, transport implications, active management of the green belt, enhancement of local biodiversity and water management.

15.3 It is therefore recommended that the Cabinet support a close interaction between the Planning and Sustainability work programme through the Corporate Priority Programme. It is also recommended that the Cabinet support the re-development of the Environment, Sustainability and Greener Communities Board to include more representatives of other key departments and in particular the Planning Department.

16.0 Further Information/Appendices

16.1 Appendix A: List of selected actions from the Nottingham Declaration Action Plan to be prioritised

17.0 Background Papers - Local Government (Access to Information) Act 1985

Bibliography

Nottingham Declaration Action Plan

Custodian

Candice
Luper

File Location

Council Offices

Prioritised actions from Nottingham Declaration Action Plan – proposed for basis of Cabinet Report in April

Key for Progress Column

- Work completed
- Work partially completed or ongoing
- Work has not commenced


Theme 1: Education and Promotion

Project No.	Project Title	Action/s	Outcome	Date	Lead	Progress	N.I
E&P 4	'Eco Schools'	Run environmental awareness campaigns for local schools and open day for head teachers. All schools would receive campaign materials <ul style="list-style-type: none"> • Increase the number of designated eco schools in the District 	<ul style="list-style-type: none"> • Work with schools is primarily the responsibility of Herts CC and as such no work at district level has so far been undertaken. This may be reconsidered in future subject to there being sufficient resources available to implement it. • Herts CC are undertaking a thorough programme of work to reduce the carbon emissions from schools as part of their involvement in the national Carbon Reduction Commitment scheme. 	2009-Ongoing <u>Revised</u> 2012-13	Sust. Team & Client Services	●	186


Theme 2: Sustainable Travel

ST 12	St Albans Green Travel Plan	Adopt the targets and work programme from the Travel Plan for St Albans City and District Council.	<ul style="list-style-type: none"> • As part of Network St Albans, SADC hope to introduce season tickets for staff for all local transport, through a salary scheme. 	2008-Ongoing	SADC	●	186
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Theme 3: Energy

E1	Carbon Trust's Local Authority Carbon Management Programme	To implement the 5 year action developed in partnership with the Carbon Trust to reduce the direct carbon dioxide emissions from Council and Leisure Connection operations	<ul style="list-style-type: none"> • Energy Efficiency lighting installed to District offices • Voltage Optimisation installed to District Offices. • Solar panels installed to District Offices. • Waste Audit complete of District Offices. • Lighting upgraded in Harpenden leisure Centre. • No progress on 3rd party buildings as funding not allocated. 	2008-2013	SADC and Leisure Connection		185 186 194
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Theme 4: Water

W3	SADC Water Management programme	<ul style="list-style-type: none"> • To carry out a water audit to assess and monitor water use and consumption in the council district offices, and leisure facilities. • To install devices and implement measures to reduce water use and detect potential leakages. • Achieve set target in water use reduction. 	<ul style="list-style-type: none"> • Low flow urinals and mixer taps installed to District Offices. • No water audits have been carried out. 	2008-Ongoing	Sust. Team & Building Services		188
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Theme 5: Waste & Recycling

W&R 9	Recycling of redundant materials from housing stock refurbishment projects	Where possible, all waste from major housing stock refurbishment projects will be collected by a specialist waste contractor and taken away to be recycled into re-usable materials. To include window replacements, bathroom and kitchen refurbishments.	<ul style="list-style-type: none"> • Old PVC windows are recycled. This financial year 8 tonnes of PVC, 9 tonnes of glass and 2.2 tonnes metal have been recycled. • Kitchen and bathroom waste is being recycled. This year 720m3 of general construction waste, 15 m3 cardboard and 73.5 m3 of mixed metals have been recycled. 	2008-Ongoing	Housing		
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Theme 6: Green & Ethical Procurement

G&EP 4	Sustainable Procurement for St Albans City and District Council	To implement a strategy to improve procurement decisions which look further into the future and can yield (direct) economic and social benefits to the Council and community over the longer term, as well as reducing environmental impacts.	<ul style="list-style-type: none"> • SADC Sustainable Procurement Policy was authorised in September 2009. An implementation plan is currently being developed to ensure effective implementation across the Council. • Further work is required to achieve Level 3 of the Sustainable Development Taskforce Flexible Framework. 	2008-Ongoing	Policy and Partnership		
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Theme 7: Land Use Planning

LUP 1	Development and implementation of the St Albans Local Development Framework (LDF)	<p>To ensure sustainability is an integral part of the Core Strategy, Site Allocations document and Development Control Documents (DPDs)</p> <p>All DPDs are required to undergo a sustainability appraisal.</p>	<ul style="list-style-type: none"> • The Central Government Planning Inspectorate sets a requirement that all policies included within the Local Development Framework (LDF) must be supported by a robust evidence base. At this stage in the process SADC does not possess the technical evidence base necessary to justify the inclusion of policies to require specific levels of renewable/low carbon energy generation, or achievement to specified levels of BREEAM or Code for Sustainable Homes. • County Council have recruited consultants to review the progress that District Councils have made in relation to new climate change related planning legislation. The consultants will also begin the process of gathering the technical evidence base to justify the inclusion of policies that support Low and Zero Carbon and Code for Sustainable Homes. SADC are unable to progress this action until the results of this report have been produced. • The Core Strategy has been subject to ongoing Sustainability Appraisal. The final Sustainability Appraisal will be published with the Core Strategy. • However, the timetable should better allow for the Sustainability Appraisal to take place. 	2008-Ongoing	Planning Policy & Sust. Team		186 187 188
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ST ALBANS CITY AND DISTRICT COUNCIL

REPORT TO : CABINET

DATE : 13 April 2010

REPORT TITLE : ELLENBROOK COUNTRY PARK – UPDATE ON PROGRESS IN IMPLEMENTATION AND REVIEW OF ACTION PREVIOUSLY AUTHORISED

WARDS : Colney Heath and Sandridge

PORTFOLIO HOLDER: Councillor C Brazier

CONTACT OFFICER : Heather Cheesbrough Head of Planning & Building Control

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Landscape & Countryside Officer

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1. **Purpose Of Report**

- 1.1 To advise Members of work undertaken since the matter was reported to Cabinet on 5 May 2009 and review the action authorised at that meeting and to reconsider amending the terms of the extant s106.

2. **Recommendations**

- 2.1 That Cabinet note the progress made on implementing the agreed proposals and that unless there is failure to continue the implementation process that no formal legal action be taken without prior reference to Cabinet.
- 2.2 To instruct Officers to enter into negotiations to review the terms of the s106 in light of progress made in implementing the interim proposals for this area of public open space and to secure the concurrence of the Portfolio Holder to any changes.

3. **Corporate Policy Implications including Equalities and Equalities Impact Assessment**

- 3.1 This report is intended to help achieve corporate aims:-
- (i) To safeguard the environment;
 - (ii) To build a community that is open, fair and inclusive;
 - (iii) To work in partnership for the health and well being of the community;
 - (iv) To cherish and promote our heritage, arts and culture;
 - (v) To ensure the District is a desirable place to visit and in which to live, learn and work.

4. **Financial implications**

- 4.1 There are no financial implications in this report.

5. **Legal and Property Implications**

5.1 There are no property implications in this report. The legal implications relate to the variance of the s106 Obligation.

6. **Workforce implications**

6.1 There are no workforce implications in this report.

7. **Background Information**

7.1 On 5 May 2009 Cabinet received a report and resolved as follows:-

‘(iii) that Officers be instructed to pursue the options and opportunities available to secure a more rapid and thorough implementation of the country park proposals as required by the s106 obligation.’

7.2 The report that gave rise to this recommendation had stated that the s106 obligation that had been completed in 2000 between the developer, SADC, Welwyn Hatfield Borough Council and HCC required in part the implantation of an area of public open space on the boundary between Hatfield and Smallford. However, this had not been progressed. In 2008 the developers had asked WHBC and SADC to enter into a supplemental legal agreement – this request was declined in late 2008, and a joint Portfolio Holder and Head of Service meeting was held in February 2009 to pursue implementation of the original agreement.

7.3 Members had considered that the creation of the country park on this area of land comprising part of the former de Havilland aerodrome was a fundamental element of the strategic Green Belt gap separating western Hatfield from eastern St Albans. This proposal also contributes to the first of the three purposes of including land in the Green Belt as set out in paragraph 1.5 of PPG2 ‘Green Belts’.

7.4 At that time the only element which had been implemented was a small north/south strip within Welwyn Hatfield. The remaining 95%+ split between the two authorities was inaccessible to the public and consisted of disturbed and undisturbed grassland and established woodland. Scattered across the site were the remains of numerous derelict and demolished buildings, assorted old structures, fences and a mound of crushed concrete infested with Japanese Knotweed. Part of the former taxiway still remained as did an old airfield marker. It was much as de Havilland had left it plus detritus associated with the adjacent development area.

7.5 Goodmans (the developers of the aerodrome site and successors to Arlington) had argued, inter alia, that the land would be needed, and was allocated, for the extraction of minerals. Nevertheless, there are numerous examples across the country where public open space has been created in restored mineral workings. In fact the interim Ellenbrook Park scheme was always intended to be temporary pending extraction of the underlying gravel. But even this reduced level of open space provision had not been implemented and no gravel had been extracted.

- 7.6 At the time of preparing this report – a year after the initial report – no application had been submitted to HCC, the minerals authority. The site remains as a preferred site until 2016.
- 7.7 Since the Cabinet decision Officers have met with WHBC, HCC and Goodmans. Work started on site clearance and preparatory works in late 2009. Goodmans have also requested that the Council revoke its authority to pursue legal remedies in default of implementing the terms of the s106 insofar as they impact on land within SADCs jurisdiction and that a supplemental s106 be entered into taking account of changed circumstances over the last 10 years.
- 7.8 During late 2009 and early 2010 there has been considerable site clearance work undertaken. A programme of preparing the area for public access has been agreed with officers of all three councils involved. Some elements will take a couple of years to be made fully open – the Knotweed area needs two seasons to demonstrate it totally clear of infestation – whilst other areas cannot be cleared until licenced and alternative provision has been made for protected newts and owls. Until then it will not be possible to fully clear the site. Other than the Knotweed, this should allow phase II of the clearance work to start in summer 2010.
- 7.9 All materials arising from site clearance works will be stockpiled for reuse or disposal/recycling off site. The taxiway will be retained as part of the heritage of the site (and to function as an access way) with an interpretation/information panel at either end in association with picnic benches or seating. Approximately half the site will be split into two separate grazing compartments. These will be grazed on an alternating basis by a cattle herd yet to be established. Outside of these compartments there will be large areas left for regenerating woodland to establish, hay meadow areas, newly created permissive footpaths and a bridleway as well as areas of additional woodland planting.
- 7.10 It is proposed that the first public access to part of the site will be in the summer of 2010 with access to the whole site by later in 2011.
- 7.11 However, it is not considered appropriate to revoke authorisation to pursue enforcement of the s106 Obligation but because of the co-operation of Goodmans. Rather, it is suggested that Cabinet agree that provided progress is maintained no action be taken without a further explicit reference back to Cabinet for a formal authorisation. As for the revisions to the s106 officers be instructed to pursue negotiations to its variation and prior to any agreement the proposals be submitted to the Portfolio Holder for concurrence.

8. **Conclusion**

- 8.1 Clearly real progress is being made towards implementation of the country park proposals and officers are satisfied that the scheme proposals and implementation programme are realistic and attainable given the situation on the ground.

9. **Further Information/Appendices**

9.1 Appendix 1 – Plan showing extent of the Country Park (extract from the s106).

9.2 Appendix 2 – Plan showing proposed establishment works Jan 2010

10. **Background Papers - Local Government (Access to Information) Act 1985**

Bibliography

Custodian

File Location

Reports referred to in
this report.

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**ST ALBANS CITY AND DISTRICT COUNCIL
EXECUTIVE FORWARD PLAN 2009/10
1 MAY 2010 TO 31 AUGUST 2010**

MATTER FOR CONSIDERATION	DECISION MAKER	CONTACT DETAILS	BACKGROUND INFORMATION	CONSULTEES	OVERVIEW AND SCRUTINY
Note: There is no scheduled Cabinet meeting in May 2010					
June					
Stronger Communities Action Plan	Cabinet on 1 June 2010	Councillor Anthony Rowlands Richard Shwe, Head of Culture and Community Development	To report back on progress on the Action Plan agreed by Cabinet on 8 December 2009		O & S (Public Services)
Council Performance and Budget Summary	Cabinet on 1 June 2010	Councillor Roger Axworthy James Blake, Chief Policy and Partnerships Officer, Colm O'Callaghan, Chief Finance Officer, Karen Wheeler, Policy and Partnership Manager			
Budget Planning 2011/12	Cabinet on 1 June 2010	Councillor Roger Axworthy Colm O'Callaghan, Chief Finance Officer			O & S (Internal Performance)

Verulamium Park Master Plan update	Cabinet on 1 June 2010	Councillor Sheila Burton, Councillor Robert Donald, Councillor Melvyn Teare Richard Shwe, Head of Culture and Community Development, Mr Clive Miller, Interim Project Consultant			O & S (Public Services)
*Leacroft Sheltered Housing Scheme	Cabinet on 1 June 2010	Councillor Joyce Lusby Karen Dragovic, Head of Housing	To select the Registered Social Landlord for the redevelopment of Leacroft for flexicare housing		O & S (Internal Performance)
A report on cultural policy and the museum strategy for St Albans City and District	Cabinet on 1 June 2010	Councillor Melvyn Teare Richard Shwe, Head of Culture and Community Development	To report back on the strategic review of Museums Services delivery, as well as setting the direction on cultural policy linking to economic development		O & S (Public Services)
Michael House	Cabinet on 1 June 2010	Councillor Joyce Lusby Karen Dragovic, Head of Housing	To consider options relating to the refurbishment of this property		O & S (Internal Performance)
* Westfield Road Allotments	Cabinet on 1 June 2010	Councillor Anthony Rowlands Mike Lovelady, Head of Legal and Democratic Services	To consider proposals for the grant of a right of way over Council owned land		

Reform of Council Housing Finance	Cabinet on 1 June 2010	Councillor Roger Axworthy, Councillor Robert Donald, Councillor Joyce Lusby Karen Dragovic, Head of Housing	To consider the Government's offer to local authorities in relation to the reform of council housing finance		O & S (Internal Performance)
July					
Proposals to change the arrangements for the collection, storage and processing of cans and plastics	Cabinet on 13 July 2010	Councillor Geoffrey Churchard Andrew Robertson, Head of Environment and Regulatory Services	To receive the recommendations of the Refuse Collection Working Party with regard to the future arrangements for the recycling of cans and plastic bottles. This report follows changes made to the market for these materials and the implications for retaining the separation and baling equipment at the Council's Materials Recycling Facility.		O & S (Public Services)
Report back on review of Housing Management - Strategy and Enabling	Cabinet on 13 July 2010	Housing Services Portfolio Holder Karen Dragovic, Head of Housing	To receive a report following the review of Housing Management – Strategy and Enabling including Choice Based Lettings		O & S (Public Services)

Community Engagement and Equalities	Cabinet on 13 July 2010	Councillor Roger Axworthy, Councillor Robert Donald, Councillor Anthony Rowlands James Blake, Chief Policy and Partnerships Officer, Amanda Foley, Head of Human Resources and Customer Service Development			O & S (Public Services)
* IT Contract	Cabinet on 13 July 2010	Councillor Roger Axworthy, Councillor Melvyn Teare Amanda Foley, Head of Human Resources and Customer Service Development			O & S (Internal Performance)
Winter Weather Management Review	Cabinet on 13 July 2010	Councillor Robert Donald Piyush Fatania, Head of Internal Audit			

Note: There is no scheduled Cabinet meeting in August 2010

The Forward Plan is not an exhaustive list of all key decisions but gives an indication of those decisions it is known the Council's Executive will need to consider in the coming period. Not all key decisions will be able to be identified four months in advance of the decision being taken. When key decision needs to be taken, and the timing means that it is not feasible to include them in the Forward Plan, then the person or body to whom the decision has been delegated can make the decision. However at least three clear days notice of the decision must be given to the relevant Overview and Scrutiny Committee(s) and the public before it is formally taken.

Please note that any items marked * will be considered after the exclusion of the press and public in view of the nature of the information to be considered.

Please contact the above named Portfolio Holders or officers for further information. Contact details are listed below. For copies of reports to the Cabinet please contact the Corporate Administration Section on 01727 819523 or email corporateadmin@stalbens.gov.uk

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Leader - Councillor Donald

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